

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Employee Bulletin - Recruitment

FROM: James H. McDonald  
Acting Deputy Director for Administration  
7 D 24 Hqs

EXTENSION

NO. D/Pers 83-3971 DDA 83-4656

DATE 27 October 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Registry  
7 E 12 Hqs

3. Executive Director

5. Deputy Director of  
Central Intelligence

7.

8.

9.

10.

11.

12.

13.

1. EO/DDA FYI  
2. Registry File

14.

15.

To 3. and 4.:

I believe Bob's idea has merit and could be fruitful in obtaining good applicants. The proposed draft Employee Bulletin is perhaps too wordy and lends itself to the "kiss" principle. Also, believe we can expand it to include secretarial/clerical areas with reference to our being an EEO employer. Also, it's been suggested that we preprint a form on the back of the Employee Bulletin along the lines of the attachment to the Employee Bulletin which I have added. I think also, to be more effective, there has to be feedback to the person making the referral

If you concur with this approach, we'll put something out in short order.

cc: D/OP

Att

ADDA/JHMcDonald:cn (27 Oct 83)

## Distribution:

Original PRS - Addressee w/att  
1 - D/OP w/att  
1 - ER w/att  
1 - DDA Subject w/att  
1 - DDA Chrono w/att  
1 - ADDA Chrono w/att

83-3971

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Recruitment

DD/A Registry

83-4656

FROM:

Robert W. Magee  
Director of Personnel  
5 E 58

EXTENSION

NO.

DATE

26 October 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	DDA				<p><i>"John"</i></p> <p>I do not feel that we are getting an adequate number of recruitment referrals from our staff. There is an interesting statistic from the 1983 CT classes. Of the CT's brought in from outside the Agency in FY 1983, 12% was based on Agency employee referrals. I find this an impressive figure, given the fact that there is not much ballyhoo to encourage staff employees to send in such referrals. I, therefore, think that an Employee Bulletin over your signature might stimulate a lot more referrals with the proportionate increase in EOD's. I have attached a draft of such a bulletin for your approval. If you approve, we will take the necessary steps to formalize. It might be a good idea . . . certainly won't hurt.</p> <p><i>Robert W. Magee</i></p> <p>Robert W. Magee</p> <p>Att</p> <p>Distribution: Orig - Addressee 1 - ER ② - DDA 1 - D/Pers Chrono 1 - D/Pers Subject 1 - RWM Chrono</p>
2.					
3.	Executive Director				
4.					
5.	Deputy Director of Central Intelligence				
6.					
7.					
8.	D/Pers 5 E 58				
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15.					

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ROUTING AND TRANSMITTAL SLIP		Date																		
<b>TO: (Name, office symbol, room number, building, Agency/Post)</b> 1. <i>EO/DDA</i> 2. 3. <i>A/DDA</i> 4. 5. 	<b>Initials</b> <i>[Signature]</i>  <i>[Signature]</i>   	<b>Date</b> 26 OCT 1983  27 OCT 1983   																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Action</th> <th style="width: 33%;">File</th> <th style="width: 33%;">Note and Return</th> </tr> </thead> <tbody> <tr> <td>Approval</td> <td>For Clearance</td> <td>Per Conversation</td> </tr> <tr> <td>As Requested</td> <td>For Correction</td> <td>Prepare Reply</td> </tr> <tr> <td>Circulate</td> <td>For Your Information</td> <td>See Me</td> </tr> <tr> <td>Comment</td> <td>Investigate</td> <td>Signature</td> </tr> <tr> <td>Coordination</td> <td>Justify</td> <td></td> </tr> </tbody> </table>			Action	File	Note and Return	Approval	For Clearance	Per Conversation	As Requested	For Correction	Prepare Reply	Circulate	For Your Information	See Me	Comment	Investigate	Signature	Coordination	Justify	
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<b>REMARKS</b>    																				

**DO NOT** use this form as a **RECORD** of approvals, concurrences, disposals, clearances, and similar actions

<b>FROM: (Name, org. symbol, Agency/Post)</b>  	<b>Room No.—Bldg.</b>  <b>Phone No.</b> 
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☆ GPO : 1981 O - 341-529 (120)

**OPTIONAL FORM 41 (Rev. 7-76)**  
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